

## CHECKLIST

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# DEADLINES AND CHECKLIST

| ITEM                                                                                                          | DUE DATE                    |
|---------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>DECEMBER DEADLINES</b>                                                                                     |                             |
| Boat Information and Layout                                                                                   | <b>December 1</b>           |
| Carpet Color Selection Order (Bulk spaces)                                                                    | <b>December 1</b>           |
| Co-Exhibitor Information                                                                                      | <b>December 1</b>           |
| Exhibitor Appointed Contractor (If Applicable)                                                                | <b>December 15</b>          |
| Exhibitor Credentials                                                                                         | <b>December 15</b>          |
| Liability Insurance Submission                                                                                | <b>December 15</b>          |
| Hotels: Four Points Sheraton— Midtown West                                                                    | <b>December 19</b>          |
| Courtyard—Midtown West                                                                                        | <b>December 19</b>          |
| Marriott Marquis                                                                                              | <b>December 22</b>          |
| <b>JANUARY DEADLINES</b>                                                                                      |                             |
| Advanced Carpet Rental Deadline (In-Line Booth spaces)                                                        | <b>January 9</b>            |
| Deco Order Forms ( LI Expo)— Advanced rates for Labor, Hanging Signs,                                         | <b>January 9</b>            |
| Facility Order Forms (Javits Center) Advanced Rates for Electrical,<br>Cleaning, Plumbing, Telecommunications | <b>January 6</b>            |
| Advanced Warehouse (ABF)                                                                                      | <b>January 14</b>           |
| Sales Tax Registration Applications (For out of state exhibitors)                                             | <b>Prior to show</b>        |
| Be My Guest Tickets                                                                                           | <b>Now through<br/>Show</b> |